



# Best Practices in Navy Equal Opportunity

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- Fair and equitable treatment of all Hands by all Hands at all times!

# OBJECTIVE

## Equal Opportunity TO DO list

- Set Goals  
Plan for success
- Instructions DOD, SECNAV, OPNAV, etc...  
“Main source of guidance”
- Personal Development Contact  
Introductions
- Program Function Awareness

# **BEST PRACTICES**



**How do you know you've “arrived” at a program that will stand up to the test of time?**

**You don't, but keep working at improvement!**

# GOAL



- ◆ Find out what's there and what isn't  
i.e. instructions, policy statements, CTT,  
CAT and results of prior assessments
- ◆ Don't waste time reinventing the wheel
  - Smooth out the rough spots
  - Give CTT latest updates
  - Give CAT hands *in* treatment
  - Active participant involvement
- ◆ Establish a realistic workable POA&M  
Readjust if necessary “ Don't Give Up”

# **POA&M's**



**Goals you make for self should be clear to you!**

- To establish myself as the EOA/CMEO Manager through EO/EEO program initiatives in six months time.

# INSTRUCTIONS



**Your expertise is in what you know and how its applied, but don't stop there.....**

- Department of Defense  
1350.2
- Secretary of the Navy  
5300.26C
- Chief of Naval Operations  
5354.1E  
5370.2B
- Command Instructions  
SORM: What is time limit for request chit

# Department of Defense (DOD) Directives/Instructions



- **DOD Directive 1325.6** Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces

**DOD Directive 1350.2** DOD Military Equal Opportunity (MEO) Program

- **DOD Directive 1350.3** Affirmative Action Planning and Assessment Process

# Secretary of the Navy (SECNAV) Instructions



- **SECNAVINST 1610.2 Department of the Navy (DON) Policy**
- **SECNAVINST 5300.26C DON Policy on Sexual Harassment**
- **SECNAVINST 5350.16 Equal Opportunity (EO) within the  
of the Navy**
- **SECNAVINST 5354.1 DON Policy on Military Equal Opportunity  
Complaint Processing**
- **SECNAVINST 5800.13 Alternative Dispute Resolution**

# Navy (OPNAV) Instructions



- **OPNAVINST 5354.1E** The Navy EO Manual
- **OPNAVINST 5354.3** Navy Affirmative Action Plan
- **OPNAVINST 5370.2B** Navy Fraternization Policy
- **OPNAVINST 5800.8** Alternative Dispute Resolution

# COMMAND INSTRUCTIONS



- SORM - daily norm
- Individual instructions -  
request chits, leave & liberty  
policy
- Policy Statements -  
EO/EEO, S/H, Grievance, Frat,
- Listen up for ambiguities  
verbal policies vs chain of  
command

# Personal Development Contact



## **Beat the streets**

- Know your environment
- What Command(s) do you cover
- Do people know you exist
- Introductions

# Program Function Awareness



- Promote all EO related programs
- Ensure consistency is provided
  - Hit and miss awareness takes away from importance and can appear suspect or prejudicial
    - “You did something for their group, what about ours?”*
- Keep history of what works best for you
  - Goes back to *don’t reinvent the wheel*, you may have in your tool box something you’ve used before.



# Summary



- **Goal Setting**
- **Knowledge of Instructions**
- **Personal Development**  
**Contact**
- **Program Function Awareness**
- **Fair and equitable treatment of all Hands by all Hands at all times!**